



Search for a Contractor — Criteria

Overview

The Maintenance and Utilization module Contractor process provides the ability to add, update or delete contractor information for personnel who receive Government-Furnished Property (GFP) or are responsible for warranties and manage entities that receive GFP assets by tracking furnished warranty, service, subscription and maintenance agreements.

Navigation

Master Data > Contractor > Contractor Search Criteria page

Procedures

Search for a Contractor

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [Reset](#) at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields.

Search Criteria

Maint Activity / Owning UIC	BROOKS MA / BROOKS	DODAAC	
CAGE Cd			

[Reset](#) [Search](#) [Add](#)





Help Reference Guide

2. Select [Search](#). The **Contractor Search Results** page appears.

Search Criteria

Maint Activity / Owning UIC BROOKS MA / BROOKS	CAGE Cd 0JJH2	DODAAC --
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Search Results

Update	Delete	Maint Activity	CAGE Cd	DODAAC	Contractor	Division Name	State	Country
Update	Delete	BROOKS MA	0JJH2	BAL310	MASN	HEADQUARTERS	Maryland	UNITED STATES OF AMERICA

[Cancel](#) [Add](#)





Add a Contractor

Navigation

Master Data > Contractor > Search Criteria > > Contractor Add page

Procedures

Selecting at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

1. Select . The **Contractor Add** page appears.

Add

Maint Activity / Owning UIC	BROOKS MA / BROOKS	DODAAC	
*CAGE Cd		Division Name	
*Contractor		FAX Nbr	
*Address 1		E-Mail Address	
Address 2		Contractor Phone Nbr	
*City		Remarks	
*State		History Remarks	
*ZIP Cd			
*Country Cd			

- A. Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
- B. Enter the Contractor in the field provided. *This is a 50 alphanumeric character field.*
- C. Enter the Address 1 in the field provided. *This is a 25 alphanumeric character field.*
- D. Enter the City in the field provided. *This is a 22 alphanumeric character field.*





- E. Use  to select the State.
 - F. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
 - G. Use  to select the Country Cd.
2. Select . The **Contractor Transaction Status** page appears.





Update a Contractor

Navigation

Master Data > Contractor > Search Criteria > > Search Results > Update hyperlink > Contractor Update page

Procedures

Update a Contractor

Selecting at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

1. Select the Update hyperlink. The **Contractor Update** page appears.

Update

Maint Activity / Owning UIC	BROOKS MA / BROOKS	DODAAC	
*CAGE Cd	12345	Division Name	
*Contractor	TEST	FAX Nbr	
*Address 1	123 TEST AVENUE	E-Mail Address	
Address 2		Contractor Phone Nbr	
*City	MECHANICSBURG	Remarks	
*State	PA-Pennsylvania	History Remarks	CONTRACTOR HAS BEEN RE-ADDED
*ZIP Cd	17055		
*Country Cd	US-UNITED STATES OF AMERIC.		





- A. Verify the CAGE Cd.

Note



The **CAGE Cd** cannot be updated. If the CAGE Cd was entered in error, the incorrect Contractor record must be deleted and a new record created.

- B. Update the Contractor, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
- C. Update the Address 1, entering the revised address in the field provided. *This is a 25 alphanumeric character field.*
- D. Update the City, entering the revised location in the field provided. *This is a 22 alphanumeric character field.*
- E. Update the State, using  to select the desired state.
- F. Update the ZIP Cd, entering the desired code in the field provided. *This is a 10 alphanumeric character field.*
- G. Update the Country Cd, using  to select the desired code.

2. Select . The **Contractor Transaction Status** page appears.





Delete a Contractor

Navigation

Master Data > Contractor > Search Criteria > > Search Results > Delete hyperlink > Contractor Delete page

Procedures

Delete a Contractor

Selecting at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

1. Select the Delete hyperlink. The **Contractor Delete** page appears.

To complete delete action, select Delete; otherwise, select Cancel

Delete		
Maint Activity / Owning UIC	BROOKS MA / BROOKS	DODAAC
*CAGE Cd	98765	Division Name
*Contractor	TEST 2	FAX Nbr
*Address 1	12345 TEST LANE	E-Mail Address
Address 2		Contractor Phone Nbr
*City	MECHANICSBURG	Remarks
*State	PA-Pennsylvania	History Remarks
*ZIP Cd	17055	
*Country Cd	US-UNITED STATES OF AMERICA	

1. Verify the CAGE Cd.
2. Verify the Contractor.





Help Reference Guide

3. *Verify the Address 1.*
 4. *Verify the State.*
 5. *Verify the ZIP CD.*
 6. *Verify the COUNTRY CD.*
2. Select . The **Contractor Transaction Status** page appears.

